

SECRET

SCHEDULE NO.

12-27-71

CONCURRENCE

OFFICE, DIVISION, BRANCH

IC
DCI/NIPE Staff, Systems Analysis Group (SAG)
6 Mar 72

SIGNATURE

TITLE

A/D/DCI/NIPE

DATE

12/16/71

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

BACKGROUND FILES

They consist of charters, correspondence, memoranda, terms of reference and agreements pertaining to the origin of the Systems Analysis Group and the development of its community wide studies. 1967 to date

Permanent. Disposal not authorized. Transfer to Records Center when no longer needed.

2

SAG STUDIES

These files are maintained by study subject, e.g., Soviet ICBM, Soviet ABM, ELINT. 1967 to date

a. Data Submissions from concerned agencies.

Permanent. Disposal not authorized. Annually retired to Records Center.

b. Hard Copy output of data.

Permanent. Disposal not authorized. Community wide summaries will be retained and other summaries retired annually

c. Analytical/diagnostic files. They include special machine runs and aggregations of data.

Temporary. Destroy after one year. Transfer to Rec Ctr, hold for one year then destroy 4/2/72

d. Formal reports to DCI and other appropriate components of the U.S. government.

Permanent. Retired when no longer needed.

e. Graphic aids used in developing data and highlighting the techniques of analysis and the conclusions.

Temporary. Destroyed when no long needed for reference.

Approved for Release
12-27-71
3-30-73

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	<p data-bbox="446 961 1188 991">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100060003-4</p> <p data-bbox="245 1018 495 1043">ADMINISTRATIVE FILES</p> <p data-bbox="245 1066 863 1192">These are notices, memoranda, requisitions, papers on personnel matters and other housekeeping files accumulated for the administration of the SAG office. Filed chronologically and by subject category.</p>		<p data-bbox="1008 1066 1555 1138">Temporary. Destroy after one year. Cut off at the end of each year; retain for one year and destroy.</p> <div data-bbox="951 1640 1352 1793"><p data-bbox="862 1745 951 1766">APPROVED</p><p data-bbox="898 1793 1304 1818">CIA Records Administration Officer</p></div> <p data-bbox="1352 1730 1500 1793">3 Dec 1971 Date</p>

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